

Pearson Edexcel Level 4 NVQ Diploma in Advice and Guidance (QCF)**Qualification Number: 600/0685/7****What is the purpose of this qualification?**

The Level 4 NVQ Diploma in Advice and Guidance is designed to support those working in organisations which provide Advice and Guidance to clients. It confirms occupational competence in the sector.

What does this qualification cover?

Learners complete five mandatory units: Understand the important of legislation and procedures; Develop interactions with advice and guidance clients; Manage personal case load; Evaluate and develop own contribution to the service; Operate within networks.

Optional units are then taken depending on the role and interests of the learner. Examples of options that can be chosen include: Assist advice and guidance clients to decide on a course of action; Negotiate on behalf of advice and guidance clients; Advocate on behalf of advice and guidance clients; Prepare and set up mediation.

All the content of the qualification, mandatory and optional relates directly to the skills, knowledge and understanding needed to work in advice and guidance roles in a variety of different sectors. The qualification is written in line with the National Occupational Standards.

The qualification is accredited on the OFQUAL register.

Who could take this qualification?

The qualification is for all learner aged 18 and above who are capable of reaching the required standards. Learners do not need any specified prior qualifications, knowledge or experience before starting the qualification although either work achievement or a qualification equivalent to level 3 would be expected as a standard entry level.

It is suitable for those working in organisations providing advice and guidance services such as careers guidance, youth work and youth justice, schools, colleges, training providers, universities, prison services, trade unions, charitable and voluntary services, housing, IAG partnerships and human resource departments as well as health and social care environments.

Specifically the level 4 qualification is suitable for those who are in senior support roles offering advice and information. Such roles will include working directly with clients with disabilities, Benefits advisors and workers providing information and advice to those seeking employment. For learners who are working in frontline support roles the level 3 qualification will be appropriate.

What could this qualification lead to?

On completing the Edexcel Level 4 NVQ Diploma in Advice and Guidance learners will be able to progress within employment or onto other qualifications.

Potential job roles for those working towards this qualification to progress within are:

Advice providers within educational institutions

Training and human resource personnel

Citizens Advice Bureau Staff

Counselling providers

Assessors and verifiers

Potential qualifications include 5 qualifications in Management, Learning and Development, and the Level 6 in Career Guidance and Development.

Who supports this qualification?

Employers within the advice and guidance sector recognise this qualification and have provided Pearson with letters of support. The Institute of Employability Professionals also recognise this qualification in the Employment Related Services sector for supporting applications to their professional register.